

# RESIDENTIAL CODE ENFORCEMENT INSPECTOR

**The Residential Code Enforcement Inspector position is the first step in a career advancement system which ties pay step advancement to the attainment of specific certifications, skills, job performance and demonstration of competencies.**

**Note:** *The eligible list resulting from this examination will also be used to fill Commercial Code Enforcement Inspector vacancies and both year-round and seasonal vacancies for Residential and/or Commercial Inspector positions.*

## **PURPOSE:**

The Residential or Commercial Code Enforcement Inspector performs inspections and ensures that buildings and property within an assigned area of the City of Milwaukee are in compliance with all applicable local ordinances and state statutes.

## **ESSENTIAL FUNCTIONS:**

- Conducts fire prevention, building maintenance and nuisance inspections for residential and commercial buildings and property.
- Conducts special investigations stemming from complaints related to building, fire prevention and nuisance violations.
- Prepares citations, orders, logs, and summary reports related to inspections.
- Interprets codes and ordinances and evaluates occupancy violations.
- Meets with residents, property owners, block clubs and community groups to discuss approaches to improve neighborhood conditions and to share services provided by DNS
- Advises owners and tenants of violations and suggests possible methods to bring them into compliance.
- Investigates pest infestations, rat and other animal control nuisances.
- Performs other job-related functions as assigned.

## **CONDITIONS OF EMPLOYMENT:**

- Complies with departmental dress code.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

## **MINIMUM REQUIREMENTS:**

1. Bachelor's degree in architecture, engineering, construction management, business, marketing or communications or a related degree, from an accredited college or university

### **OR**

An Associate degree in Architecture, Real Estate, Fire Safety, Environmental Health, or Building Construction related programs from an accredited college or university **AND** at least two years of experience either in the building trades above the level of a construction laborer performing duties related to this position or in performing work at the lead worker level involving high intensity customer service.

**NOTE: Transcripts must be submitted with application or sent to the Department of Employee Relations at the address listed below.**

## ***Residential Code Enforcement Inspector***

2. Possession of the International Property Maintenance Code certificate (IPMC) and an International Fire Code Certification (IFC) within one year of appointment.
3. Valid driver's license and the use of a properly insured personal automobile (*car allowance provided*) at time of appointment and throughout employment.
4. Residency in the City of Milwaukee within six months of appointment and throughout employment.

***NOTE: Equivalent combinations of education and experience may also be considered.***

### **DESIREABLE QUALIFICATIONS:**

- Bi-lingual skills in Spanish or Hmong.

### **KNOWLEDGES, SKILLS, ABILITIES and OTHER CHARACTERISTICS REQUIRED:**

- ◆ Knowledge of the Essential Service Ordinance; Chapter 275 of the City's Building Maintenance code; Chapter 214 of the City's Fire Prevention Code; placard procedure; complaint intake procedure; rent withholding/abatement programs; and general aspects of the Building Maintenance and Fire Codes.
- ◆ Knowledge of building and construction principles/methods, including knowledge of interior and exterior finishes
- ◆ Knowledge of codes related to fire, electrical, plumbing, HVAC, real estate and zoning.
- ◆ Knowledge of the basic causes of fire, fire prevention methods, and classes of fire extinguishers.
- ◆ Oral communication skills, including the ability to convey technical information in an understandable manner, communicate effectively with a wide variety of people in person and on the telephone and communicate information in a public setting.
- ◆ Written communication skills including the ability to create orders accurately and prepare correspondence conveying technical information in an understandable manner.
- ◆ Interpersonal skills, including the ability to handle a variety of interpersonal situations, diffuse volatile/tense situations, handle/calm angry persons, be persuasive, empathetic and treat all persons the same, provide uniform enforcement and work collaboratively.
- ◆ Computer skills including proficiency with Word, e-mail, database and spreadsheet
- ◆ Strong analytical and critical thinking skills.
- ◆ Ability to communicate diplomatically with people from all cultural, educational and socioeconomic backgrounds.
- ◆ Ability to read and interpret technical material and building codes.
- ◆ Ability to take on-site measurements, perform mathematical calculations and record data accurately.
- ◆ Ability to apply codes and recognize non-compliance.
- ◆ Ability to plan, prioritize, meet deadlines and change priorities if needed.
- ◆ Ability to work efficiently and independently.
- ◆ Ability to take charge of situations.
- ◆ Ability to exercise sound judgment, make independent decisions and be creative in finding solutions to problems.
- ◆ Ability to handle stress.
- ◆ Ability to train others.
- ◆ Honesty and integrity
- ◆ High level of responsibility
- ◆ Self motivated; self starter

## ***Residential Code Enforcement Inspector***

**THE CURRENT SALARY RANGE (3L) is:** \$ 41,495 to \$57,645 annually with excellent benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **August 17, 2012**. Receipt of applications may be discontinued any time after this date without prior notice. Qualified applicants will be notified of the date, time and place of the examination. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made) which must be received by the City Service Commission not later than ten calendar days after the rejection notice was mailed.

**YOU MAY GET APPLICATION FORMS, TRAINING AND EXPERIENCE QUESTIONNAIRES** and further information from our web site—[www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs) , in person or by mail from City of Milwaukee Department of Employee Relations, Room 706 City Hall, 200 E. Wells St., Milwaukee, WI 53202-3554, or by calling 414-286-3751.